

Instruction Manual

Juror & Witness Payment Reconciliation

Accessing OLAJPlus FY07-FYXX

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Juror/Witness Reconciliation using OLAJPlus

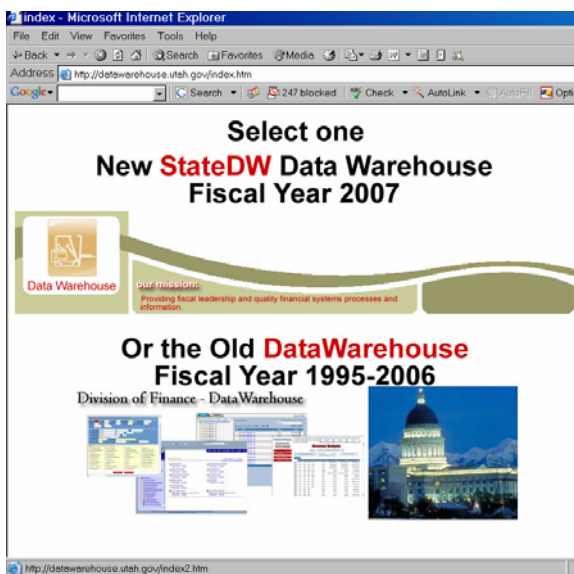
Log into the Data Warehouse at <http://datawarehouse.utah.gov/index.htm>. Bookmark this address in your Favorites.

You are at the main menu of OLAJPlus. OLAJ is the On-line Accounting Journal that you can use to set up and run Web Queries to obtain data for specific purposes and perform Warrant Lookups.

Note: To find transactions for:

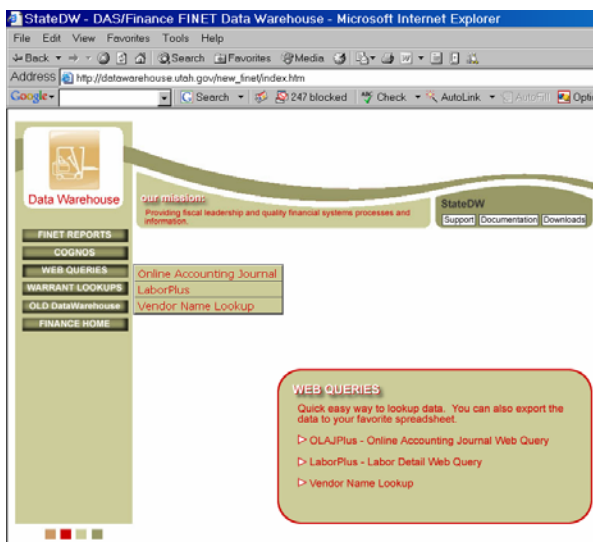
FY95-FY06, click on **DataWarehouse**

FY07 forward, click on **StateDW**



To run queries for FY07 forward, click on **StateDW** to obtain current information.

You are at the main menu of the Data Warehouse. Click on the **Web Queries** button. Then, click on **Online Accounting Journal**.



To set up a Web Query to perform Juror/Witness reconciliation:

1. In the top section (blue) of the form:
 - In the red box, enter the **Fiscal Year** you are working in;
 - **Transaction ID** drop-down box, choose **Like** and enter GAX0207(1 for jurors or 5 for witnesses)(Your Location Code)%;¹
 - **Fiscal Month** - you can choose a specific month or you can run a query for several months. Choose **Between** from the Fiscal Month drop-down box to run multiple months. Enter the fiscal months to reconcile for several months, i.e., 08 and 09 or enter one month, i.e.,
 - **Account Type** drop-down box, choose **22-Expenditures/Expenses**
2. In the bottom section (yellow) of the form check: **Date of Record, Dollar Amount, Fiscal Year-Month, Line Description, Transaction ID, Vendor Code, and Vendor Name.** Uncheck anything else that is checked by default.
3. Click the **Run Query** Button.

StateDw - OLAJplus

Enter one or more fields (Fiscal Year Required) and press the "Run Query" button.

Fiscal Year **2007** Fund Department Unit Approp Unit
BS Account Object Rev Source Activity Function
Major Program Program Phase

Transaction ID: Like GAX0207104% and
Acceptance Date: Equals and (YYYYMMDD)
Fiscal Month: Equals and
Account Type: 22-Expenditures/Expenses
Vendor Code Vendor Name
Reference Tran ID (ex: GAXI0070000000001)

Optional: Select the fields you want to be displayed (NOTE: The fewer the fields selected, the faster it runs)

<input type="checkbox"/> Acceptance Date	<input type="checkbox"/> Account Type	<input type="checkbox"/> Activity	<input type="checkbox"/> Appropriation Unit
<input type="checkbox"/> Bank Account Code	<input type="checkbox"/> Balance Sheet Account	<input type="checkbox"/> Budget Year-Month	<input type="checkbox"/> Budget Fiscal Year
<input checked="" type="checkbox"/> Date of Record	<input type="checkbox"/> Department	<input type="checkbox"/> Department/Unit	<input checked="" type="checkbox"/> Dollar Amount
<input type="checkbox"/> DR/CR	<input type="checkbox"/> Fiscal Month	<input type="checkbox"/> Fiscal Quarter	<input type="checkbox"/> Fiscal Year
<input checked="" type="checkbox"/> Fiscal Year-Month	<input type="checkbox"/> Function	<input type="checkbox"/> Fund	<input type="checkbox"/> Internal Department
<input type="checkbox"/> Internal Fund	<input checked="" type="checkbox"/> Line Description	<input type="checkbox"/> Line Number	<input type="checkbox"/> Major Program
<input type="checkbox"/> Object	<input type="checkbox"/> Phase	<input type="checkbox"/> Program	<input type="checkbox"/> Reference Tran ID
<input type="checkbox"/> Revenue Source	<input checked="" type="checkbox"/> Transaction ID	<input checked="" type="checkbox"/> Vendor Code	<input checked="" type="checkbox"/> Vendor Name

Run Query Reset Criteria

For Input Fields = Required = Partial value allowed = Must match exactly


Return to Menu

FYI: Upon exiting OLAJPlus, all the changes you have made will be saved. You will need to modify the query, i.e., Fiscal Month to reconcile or to switch between juror (1) and witness (5) payments.


¹GAX = General Accounting Expenditure, 020 = Court's Agency Number, 7 = Fiscal Year, 1 = Juror Code, 5 = Witness Code; Location Code = Specific to court location (See prefix numbers located in the reconciliation guidelines section of these instructions), % = The rest of the transaction number associated with a payment.

You will get the data requested.

4. If you want to export the data, click on the **Export** button at the bottom of the screen.



StateDW



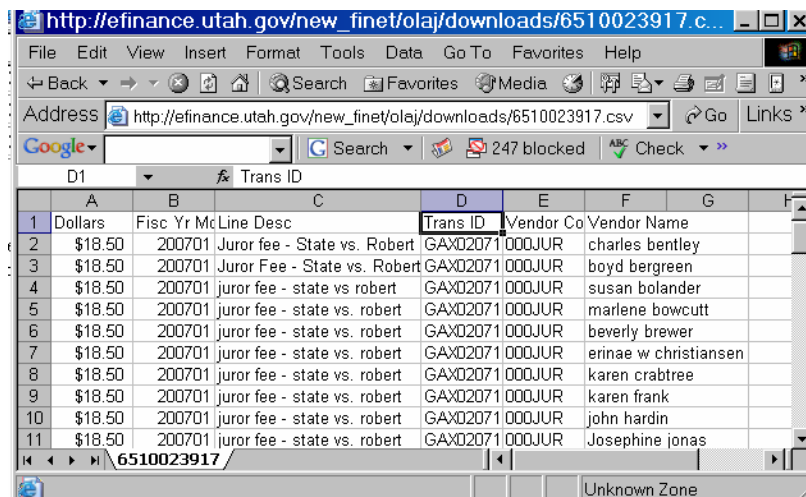
Dollars	Fisc Yr Mo	Line Desc	Trans ID	Vendor Code	Vendor Name
\$18.50	200701	Juror fee - State vs. Robert Sanders 041501561 - 07/10/2006	GAX02071510000001	000JUR	charles bentley
\$18.50	200701	Juror Fee - State vs. Robert Sanders - 041501561 - 07/10/2006	GAX02071510000002	000JUR	boyd bergreen
\$18.50	200701	Juror fee - state vs robert sanders 041501561 - 07/10/2006	GAX02071510000003	000ITR	susan bolander

SQL Statement = select Amount as 'Dollars', Fiscal_Year_Period as 'Fisc Yr Mo', Line_Description as 'Line Desc', Tran_ID as 'Trans ID', Vendor_Customer as 'Vendor Code', Vendor_Customer_Name as 'Vendor Name' from Accounting_Journal where Fiscal_Year = '2007' and UPPER(Tran_ID) like 'GAX0207151%' and Account_Type = '22' order by Vendor_Customer, Tran_ID

Export
Include Headers? ☒

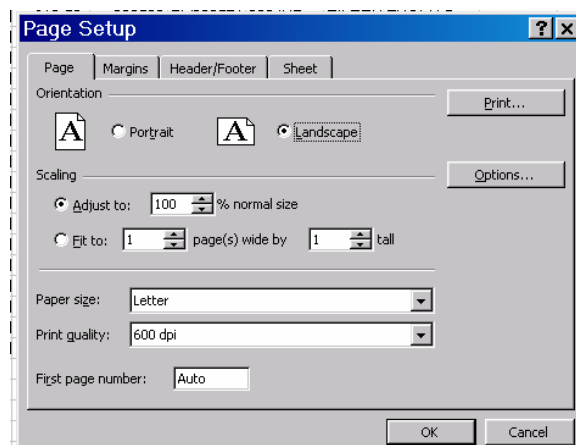
Return to Menu

5. The data is exported to an Excel spreadsheet. To make sure all data fits on the page, choose **File ⇒ Page Setup**.

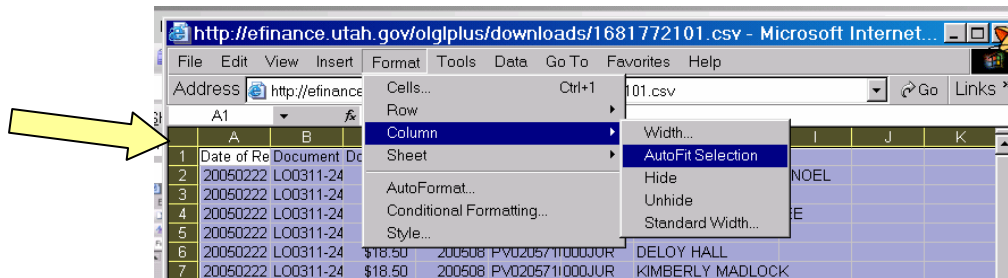


Dollars	Fisc Yr Mo	Line Desc	Trans ID	Vendor Co	Vendor Name
\$18.50	200701	Juror fee - State vs. Robert	GAX0207151000JUR	000JUR	charles bentley
\$18.50	200701	Juror Fee - State vs. Robert	GAX0207151000JUR	000JUR	boyd bergreen
\$18.50	200701	Juror fee - state vs robert	GAX0207151000JUR	000JUR	susan bolander
\$18.50	200701	Juror fee - state vs. robert	GAX0207151000JUR	000JUR	marlene bowcutt
\$18.50	200701	Juror fee - state vs. robert	GAX0207151000JUR	000JUR	beverly brewer
\$18.50	200701	Juror fee - state vs. robert	GAX0207151000JUR	000JUR	erinae w christiansen
\$18.50	200701	Juror fee - state vs. robert	GAX0207151000JUR	000JUR	karen crabtree
\$18.50	200701	Juror fee - state vs. robert	GAX0207151000JUR	000JUR	karen frank
\$18.50	200701	Juror fee - state vs. robert	GAX0207151000JUR	000JUR	john hardin
\$18.50	200701	Juror fee - state vs. robert	GAX0207151000JUR	000JUR	Josephine jonas

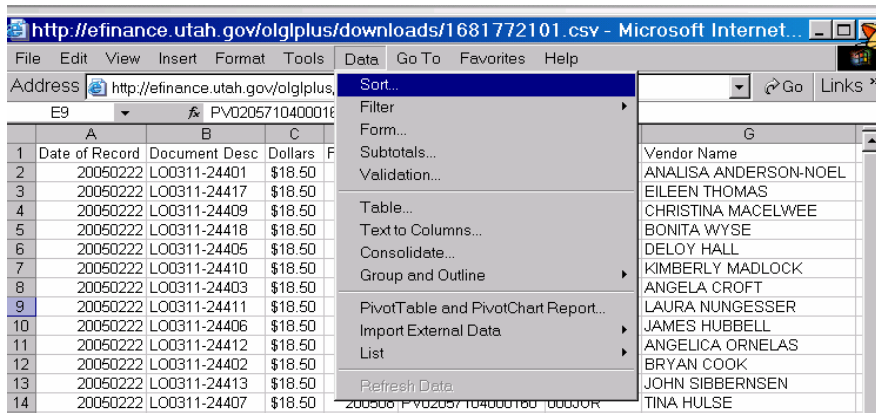
6. From Page Setup, click on **Landscape** then click **OK**.



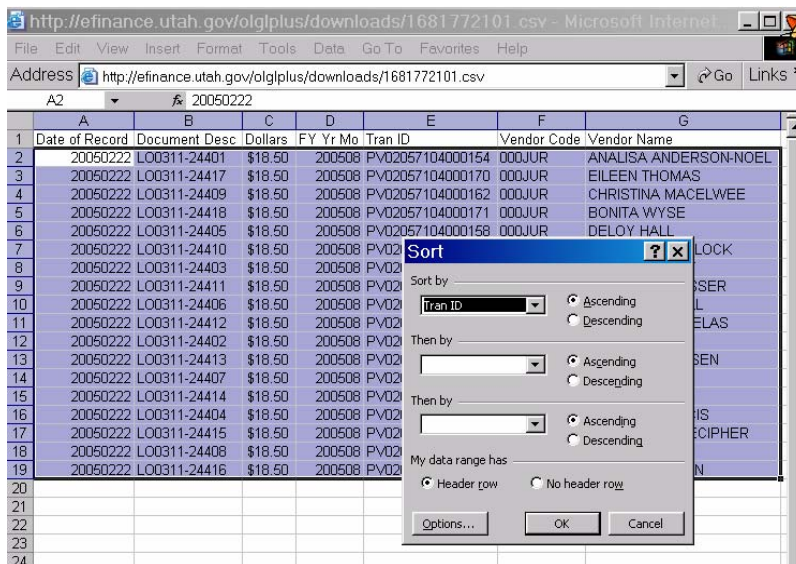
- Click on the space between Column A and Row 1 to highlight the entire spreadsheet. Choose **Format** ⇒ **Column** ⇒ **AutoFit Selection**.



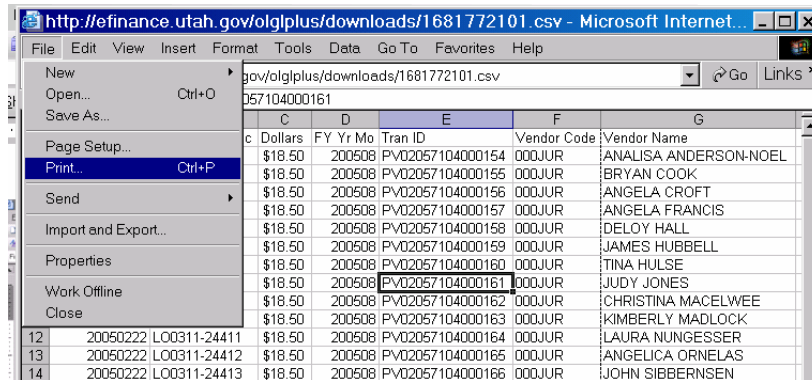
- Choose a cell anywhere inside the data. Choose **Data** ⇒ **Sort**.



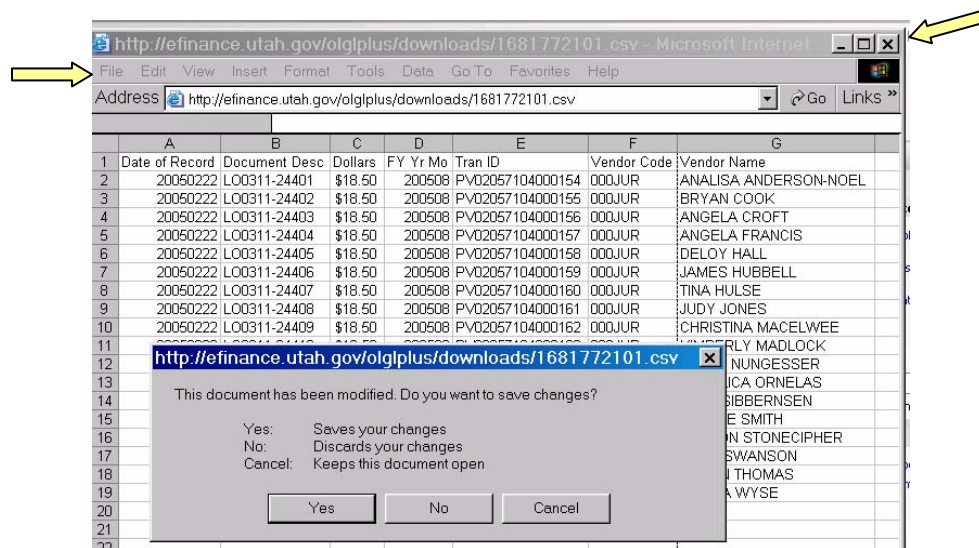
- From the “Sort by” drop-down box choose **Tran ID**. The Ascending button is marked by default. Click **OK**.



10. Choose **File** ⇒ **Print**. **FYI:** You may want to type or write the month on the spreadsheet in case you need to refer to it later.



11. Close the spreadsheet – **File** ⇒ **Close**, or click on the **x** in the upper-right corner. Choose **“No”** when asked if you want to save the spreadsheet.



12. Click on the **Return to Menu** button. This will take you back to the Main Menu so you can modify the query.

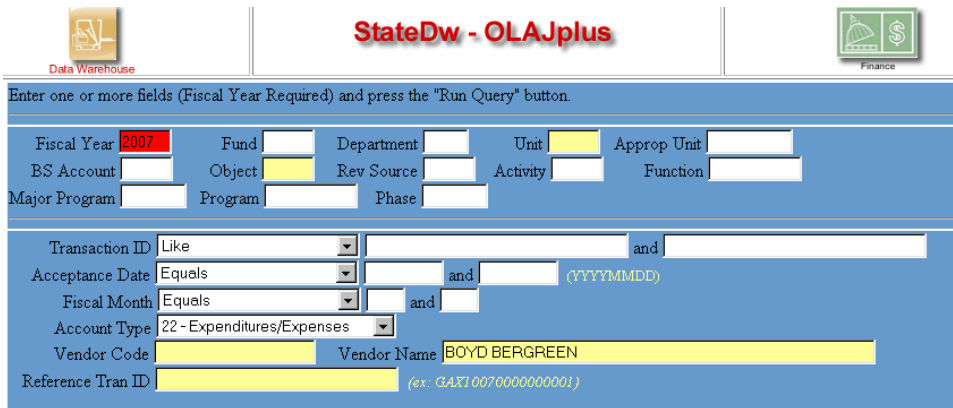
SQL Statement = select Amount as 'Dollars', Fiscal_Year_Period as 'Fisc Yr Mo', Line_Description as 'Line Desc', Tran_ID as 'Trans ID', Vendor_Customer as 'Vendor Code', Vendor_Customer_Name as 'Vendor Name' from Accounting_Journal where Fiscal_Year = '2007' and UPPER(Tran_ID) like 'GAX0207151%' and Account_Type = '22' order by Vendor_Customer, Tran_ID



Find a Transaction

To find a juror/witness, remove the Transaction ID number and the Fiscal Month. Enter the name of the Juror or Witness you are looking for in the Vendor Name box. **The spelling must be exactly in the form it was entered by the payment clerk or you will not get any information back. You may want to reference the jury list or the subpoena to obtain the correct spelling.** You could choose to enter in the first name only and get a number of entries relating to a number of juror/witness payments statewide.

Example: Enter the Juror/Witness name.

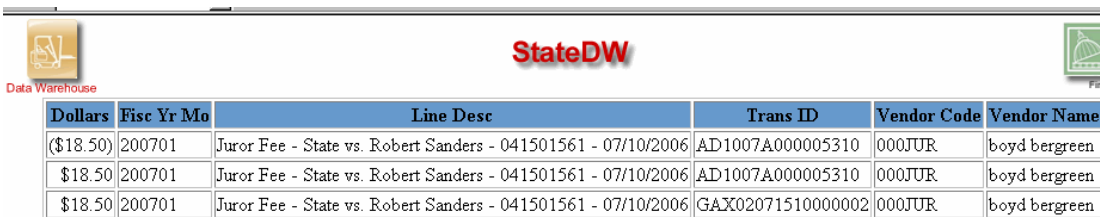


StateDw - OLAPplus

Enter one or more fields (Fiscal Year Required) and press the "Run Query" button.

Fiscal Year: 2007 Fund: Department: Unit: Approp Unit: BS Account: Object: Rev Source: Activity: Function: Major Program: Program: Phase: Transaction ID: Like and Acceptance Date: Equals and (YYYYMMDD) Fiscal Month: Equals and Account Type: 22 - Expenditures/Expenses Vendor Code: Vendor Name: BOYD BERGREEN Reference Tran ID: (ex: GAX10070000000001)

Click **Run Query**. You will receive the requested information.



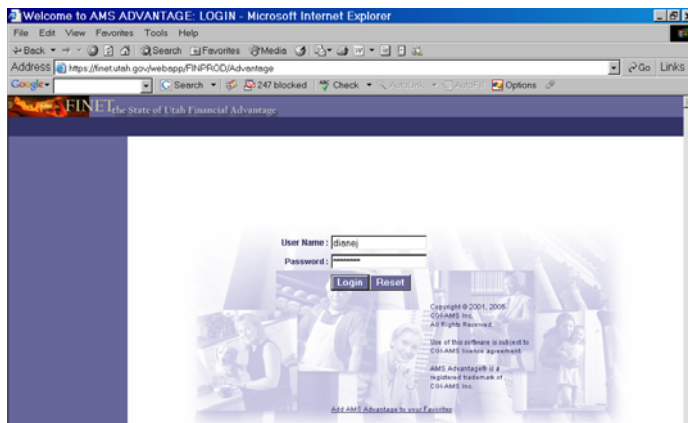
Dollars	Fisc Yr Mo	Line Desc	Trans ID	Vendor Code	Vendor Name
(\$18.50)	200701	Juror Fee - State vs. Robert Sanders - 041501561 - 07/10/2006	AD1007A000005310	000JUR	boyd bergreen
\$18.50	200701	Juror Fee - State vs. Robert Sanders - 041501561 - 07/10/2006	AD1007A000005310	000JUR	boyd bergreen
\$18.50	200701	Juror Fee - State vs. Robert Sanders - 041501561 - 07/10/2006	GAX02071510000002	000JUR	boyd bergreen

Lost or Mutilated Juror/Witness Vendor Payments

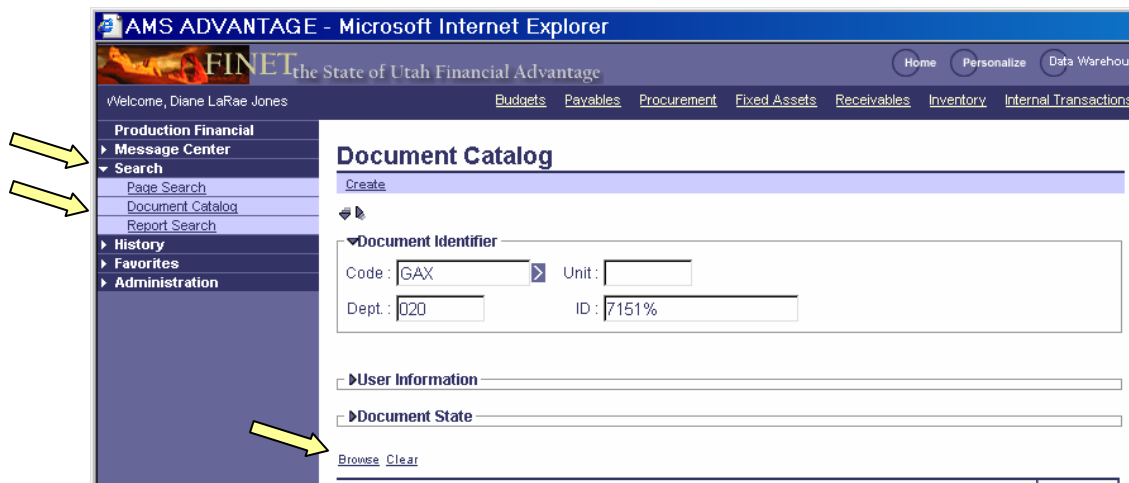
If a juror/witness reports that a FINET vendor payment has been lost or mutilated, the juror/witness needs to fill out the “Lost Check Replacement Form” and fax/mail it to the Division of Finance – Disbursement Section. The Lost Check Replacement Form is available in the Appendix/Forms section of the Utah State Courts Accounting Manual.

First, you need to find the check number for the payment.

1. Either obtain the GAX number for the payment from the payment clerk or perform a FIND query in OLAJPlus. You will want to verify that a payment has been made and that the check has not cleared before taking steps to have another check cut. **(For example purposes, we will use the GAX number from the previous section. Boyd Bergreen, GAX02071510000002.)**
2. Go to <https://finet.utah.gov>. Enter your user name and password. Press Enter.



3. Click on Search ⇒ Document Catalog. Next, enter:
Code: GAX
Dept: 020
ID: 71(Location Code)%
Click on Browse or press the Enter key.



Lost or Mutilated Juror/Witness Vendor Payments

Locate the GAX number. Click on Next or Last to move through the payments. Click on the underlined ID number.

AMS ADVANTAGE - Microsoft Internet Explorer

FINET the State of Utah Financial Advantage

Welcome, Diane LaRae Jones

Budgets Payables Procurement Fixed Assets Receivables Inventory Internal Transactions

Production Financial
Message Center
Search
Page Search
Document Catalog
Report Search
History
Favorites
Administration

Document Catalog

Create

Document Identifier

Code: GAX Unit:
Dept.: 020 ID: 7151%

User Information
Document State

Browse Clear

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Amount	Active
<input type="checkbox"/>	GAX	020		71510000001	No		18.50	true
<input type="checkbox"/>	GAX	020		71510000002	No		18.50	true
<input type="checkbox"/>	GAX	020		71510000003	No		18.50	true
<input type="checkbox"/>	GAX	020		71510000004	No	1 New Final Submitted 7/20/06 diannem	18.50	true
<input type="checkbox"/>	GAX	020		71510000005	No	1 New Final Submitted 7/20/06 diannem	18.50	true
<input type="checkbox"/>	GAX	020		71510000006	No	1 New Final Submitted 7/20/06 diannem	18.50	true
<input type="checkbox"/>	GAX	020		71510000007	No	1 New Final Submitted 7/20/06 diannem	18.50	true
<input type="checkbox"/>	GAX	020		71510000008	No	1 New Final Submitted 7/20/06 diannem	18.50	true
<input type="checkbox"/>	GAX	020		71510000009	No	1 New Final Submitted 7/20/06 diannem	18.50	true
<input type="checkbox"/>	GAX	020		71510000010	No	1 New Final Submitted 7/20/06 diannem	18.50	true

First Prev Next Last
Menu

Click on Document Reference

AMS ADVANTAGE - Microsoft Internet Explorer

FINET the State of Utah Financial Advantage

Welcome, Diane LaRae Jones

Budgets Payables Procurement Fixed Assets Receivables Inventory Internal Transactions

GAX 020 71510000002 1

Document View

Header
General Information
Additional Amounts
Extended Description
Document Information
Vendor
Accounting
Posting
Document Comments
Document History
Document Reference
Future Triggering
Forms

GAX - 020 - 71510000002 - 1 - New - Final

Header

General Information

Document Name: Bank Account:
Record Date: 07/20/2006 Replacement: ☐
Budget FY: 2007
Fiscal Year: 2007
Period: 1
Document Description:
Actual Amount: \$18.50
Closed Amount: \$18.50
Closed Date: 07/21/2006

Additional Amounts
Extended Description
Document Information

Lost or Mutilated Juror/Witness Vendor Payments

Click on Forward Reference

AMS ADVANTAGE - Microsoft Internet Explorer

FINET the State of Utah Financial Advantage

Welcome, Diane LaRae Jones

Budgets Payables Procurement Fixed Assets Receivables

Production Financial

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Document Reference Query

Back Clear

Document Code : GAX

Doc Dept : 020

Document ID : 71510000002

Referencing Document Function Last User Date

Copy First Prev Next Last

Forward Reference Backward Reference Next Reference Step

Click on the underlined Referencing Document

AMS ADVANTAGE - Microsoft Internet Explorer

FINET the State of Utah Financial Advantage

Welcome, Diane LaRae Jones

Budgets Payables Procurement Fixed Assets Receivables Inventory Internal Transactions

Production Financial

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Document Reference Query

Back Clear

Document Code : GAX

Doc Dept : 020

Document ID : 71510000002

Referencing Document Function Last User Date

AD 100 7A000005310 1 New finetpd 7/21/06

Copy First Prev Next Last

Forward Reference Backward Reference Next Reference Step

The Check/EFT Number is the check number. At the present time, call 538-3200 to obtain the Cleared Date.

AMS ADVANTAGE - Microsoft Internet Explorer

FINET the State of Utah Financial Advantage

Welcome, Diane LaRae Jones

Budgets Payables Procurement Fixed Assets Receivables Inventory Internal Transactions

AD 100 7A000005310 1

Document View

Header

General Info

Consolidation Object

Payee

Cancellation

Additional Amounts

Document Information

Vendor

Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

Forms

View All (1 of 2): Balance of BSA 0010 and Fund 1000 is becoming negative in Balance ...

AD - 100- 7A000005310- 1- New- Final

Action Menu

General Info

Document Name : Bank Account : 94

Record Date : 07/21/2006 Check/EFT Number : 000000007105289

Budget FY : 2007 Routing ID Number :

Fiscal Year : 2007 Transit Routing Number :

Period : 1 Check/EFT Amount : \$18.50

Cleared Date :

Check/EFT Issue Date : 07/21/2006

Disbursement Category : REG

Internal Reconciliation : N/A

Run ID : 16524

Consolidation Object

Payee

Cancellation

Additional Amounts

Document Information

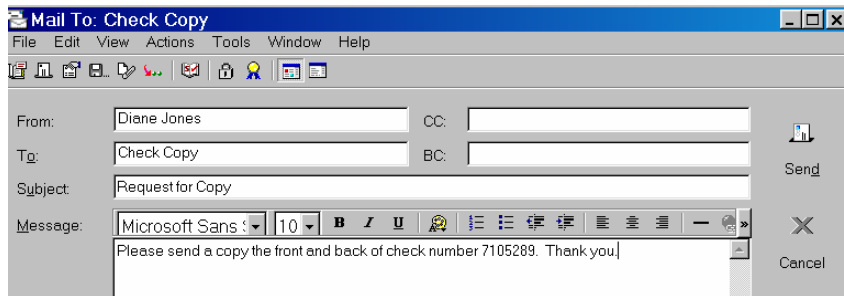
Top

Edit Print Copy Forward Close

Menu

Lost or Mutilated Juror/Witness Vendor Payments

A copy of the check can be requested through GroupWise. Enter “Check Copy” in the To: box. In the Message box, request the check number you need a copy of.



If the check has been cashed, you will receive a copy of the check as an attachment. Double-click on the attachment to open and print a copy of the check.

JUROR PAYMENT RECONCILIATION GUIDELINES

1. Request the prior month's file folders containing the *juror lists* supporting *juror* payments maintained by the Juror/Witness Payment Entry Clerk(s).
2. **On the last day of the following month**, print the OLAJPlus Datasheet listing all the prior month's juror payments. **All the prior month juror payments should have been processed by the end of the following month and included in the OLAJPlus Query.** The information on the reports should be chronological within the month.
3. Reference the sample *Juror/Witness Instructions* at the end of this document to select the number of payments to reconcile.
4. Reconcile the juror payments by tracing each name on each juror list on file to the corresponding entry on the monthly Juror Payment OLAJPlus Datasheet.
 - Match the Document number (GAX020971...) written on the summons or juror list to the TRANSACTION ID number (GAX020971....) on the Datasheet. Make note of any TRANSACTION ID or Document numbers found to be missing or out of consecutive order.
 - Next, compare the information on the juror list to the corresponding payment on the Datasheet to determine if the amount of the payment is correct. Consider whether the payment was for the first attendance and/or subsequent day(s) of attendance.
 - Consider if mileage was paid. Determine if the mileage payment was calculated correctly.
 - Match the juror's name on the juror list to the Vendor/Provider Name listed on the Datasheet.
 - Match the Invoice number written next to the juror's name on the juror list to the Document Description Number listed on the Datasheet.
 - ✓ For Juror Payments the Document Description number, the court can reference the case number, the individual juror number, month/year/4digits/districtcode, etc.
 - Examine the Datasheet to determine that each juror was paid only one payment for each day of service.
 - Document any payments listed on the Datasheet that are not supported by a name on a juror list on file.
 - At the end of the Datasheet, document any juror(s) name on a list without a corresponding payment. Bring this to the supervisor's attention.
 - Enter a number from the legend below in the Results Column for each juror payment transaction reconciled on the Datasheet. Bring errors or irregularities to a supervisor's attention.
 - Document the steps taken to resolve the problems identified; i.e., training, contacting AOC Finance for assistance; request for audit, etc.

- Upon completion of the juror payment's monthly reconciliation, the reconciler must date and sign the bottom of the Datasheet.
- Maintain a file of the reconciled Juror Payment Reports by month for AOC Finance and audit purposes.

JUROR PAYMENT RECONCILIATION RESULTS (LEGEND)

For each payment, write the applicable numbers(s)² in the results column on the datasheet:

1. Payment correct and supported by juror list.
2. Payment for appearance appears to be calculated incorrectly.
3. Payment for mileage appears to be calculated incorrectly.
4. Juror was paid more than one payment for one day of service.
5. Invoice number on the juror list does not match the Document Description number on the OLAJPlus datasheet.
6. Payment listed on the datasheet is not supported by a juror list. This could indicate:
 - The juror should not have been paid; or
 - A juror payment from another court is listed on the OLAJPlus datasheet because the incorrect 2-digit prefix number was entered by the payment clerk. (The GAX number and the document description would not match the sequence on the datasheet. If the document description provides enough information to determine that the payment belongs to another court, notify the court so their records reference the correct GAX number.) Bring this discovery to the attention of a supervisor.
7. Document any juror on a list where a corresponding payment is not on the datasheet. This could indicate:
 - The juror has not been paid; or
 - The payment clerk entered another court's 2-digit prefix number and it is on another court's OLAJPlus datasheet.
 - To determine if the juror was paid but another court's prefix was used:
Log into OLAJPlus through the internet: In the Vendor Name box, enter the juror's name. Go to page 7 for instructions on retrieving and performing this query.
If the payment was made, but the incorrect 2-digit prefix number was entered, the payment information will be displayed. Notify the court so their records reference the GAX number where the payment was charged. Bring to the attention of a supervisor.

² The Results Legend may not be all inclusive.

WITNESS PAYMENT RECONCILIATION GUIDELINES

1. Request the prior month's file folder containing *witness* subpoenas supporting *witness* payments maintained by the Juror/Witness Payment Entry Clerk(s).
2. Optionally, the reconciler may use a copy of a local log of payments, if the log has been locally verified and signed.
3. **On the last day of the following month**, print the OLAJPlus Datasheet listing all the prior month's witness payments. **All the prior month witness payments should have been processed by the end of the following month and included in the OLAJPlus Query.** The information on the Datasheet should be chronological within the month.
4. Reconcile the witness payments by tracing each subpoena on file to the corresponding entry on the monthly Witness Payment reports.
 - Match the Document number (GAX020975.....) written on the subpoena to the TRANSACTION ID on the Datasheet. Make note of document numbers or TRANSACTION ID numbers found to be missing or out of consecutive order.
 - Next, compare the information on the subpoena to the corresponding payment on the Datasheet to determine if the amount of the payment is correct. Consider whether the payment was for the first attendance and/or subsequent day(s) of attendance.
 - Consider if mileage was paid. Determine if the mileage payment was calculated correctly.
 - Determine if the subpoena was signed by the attorney authorizing the payment (certified).
 - Match the witness's name listed on the subpoena to the Vendor/Provider Name listed on the Datasheet for agreement.
 - Match the Invoice number written on the subpoena to the Document Description number (month/year/4digits/districtcode) listed on the OLAJPlus reports.
 - Examine the Datasheet to determine that each witness was paid one payment only for each day of service.
 - Document any payments listed on the Datasheet that are not supported by a subpoena on file.
 - At the end of the Datasheet, document any subpoenas on file without a corresponding payment listed on the Datasheet. Bring this to the supervisor's attention.
 - Enter a number from the legend below in the Results Column for each juror payment transaction reconciled on the Datasheet. Bring errors or irregularities to a supervisor's attention.
 - Document the steps taken to resolve the problems identified; i.e., training, contacting AOC Finance for assistance; request for audit, etc.
 - Upon completion of the witness payment monthly reconciliation, date and sign the bottom of the Datasheet to indicate the date and employee reconciling witness payments.
 - Maintain a file of the reconciled Witness Payment Reports by month for AOC Finance and audit purposes.

WITNESS PAYMENT RECONCILIATION RESULTS (LEGEND)

For each payment, write the applicable number(s)³ in the Results Column on the datasheet:

1. Payment is Correct and Supported by Witness Subpoena.
2. Payment for appearance appears to be calculated incorrectly.
3. Payment for mileage appears to be calculated incorrectly.
4. Witness was paid more than one payment for one day of service.
5. Subpoena is not signed by attorney (certified for payment).
6. Invoice number on the Witness Subpoena does not match the document description number on the OLAJPlus Datasheet.
7. Payment listed on the Datasheet is not supported by a Witness Subpoena. This could indicate:
 - The witness should not have been paid;
 - A witness payment from another court is listed on the OLAJPlus Datasheet because the incorrect 2-digit prefix number was entered by a payment clerk. (The GAX number and the Document Description would not match the sequence on the Datasheet. If the Document Description provides enough information to determine that the payment belongs to another court, notify the court so their records reference the correct GAX number.) Bring to the Attention of a Supervisor.
8. Document any witness subpoena(s) where a corresponding payment is not on the Datasheet. This could indicate:
 - The witness has not been paid;
 - The payment clerk entered another court's 2-digit prefix number and it is on another court's OLAJPlus Datasheet. Bring to the Attention of a Supervisor.
 - To determine if the witness was paid but another court's prefix was used:

Log into OLAJPlus through the internet: In the Vendor Name box, enter the juror's name. Go to page 7 for instructions on retrieving and performing this query.

If the payment was made, but the incorrect 2-digit prefix number was entered, the payment information will be displayed. Notify the court so their records reference the GAX number where the payment was charged. Bring to the attention of a supervisor.

³ The Results Legend may not be all-inclusive.

Payment Clerk: Undeliverable Juror/Witness Payments

The court should keep a log of all undeliverable juror/witness payments. The check is returned to the State Capitol, then sent to AOC Finance. AOC Finance records all pertinent information from the check in a spreadsheet then sends ⇒ the check to the payment clerk that processed the payment.

The payment clerk should maintain a log locally of all checks returned by the AOC Finance Department. An example of the Undeliverable Juror/Witness Payment Log is included on page 15. If the payment clerk obtains a new address and sends the check a second time, they need to contact AOC Finance (Lou Ann 578-3886) so the AOC Finance spreadsheet can be updated. If the payment clerk cannot locate a new address, the check should be secured until 1 year past the issue date at which time the clerk should shred the check. State Finance automatically stale dates the checks after 1 year and sends the information to the Division of Unclaimed Property. The court does not have to process anything for unclaimed checks. (See Appendix B Flow Chart)

1. All Juror/Witness Checks returned to the court as undeliverable are recorded on a log chronologically by the payment clerk and a witness. The log should include:
 - The date returned undeliverable to the court;
 - The payee's name (juror or witness);
 - The check number;
 - The date the check was issued;
 - The amount of the check;
 - The date the check was re-sent to the juror/witness;
 - The date destroyed by shredding;
 - The new address of payer if re-sent;
 - The initials of the clerk that re-sent or destroyed the check;
 - The name of the clerk preparing log;
 - The name of the clerk witnessing the preparation of the log.
2. Keep the log on file for verification purposes.
3. The undeliverable Juror/Witness checks should be secured in a locked device, separate from other cash funds, until the check(s) is re-sent to the recipient or destroyed after one year. All checks/warrants issued for juror or witness payment are automatically stale dated after one year and are sent to the Division of Unclaimed Property by State Finance. The clerk should shred all juror/witness checks over 1 year old and note the date shred on the Undeliverable Juror/Witness Payment Log.
4. The undelivered checks and the log need to be verified monthly by the Juror/Witness Payment Reconciler. The verification should be performed in the presence of the clerk serving as custodian over the undeliverable juror/witness checks.

**RECONCILIATION: VERIFY UNDELIVERABLE JUROR/WITNESS PAYMENTS
MONTHLY**

1. Monthly, request the log of undeliverable juror/witness payment checks from the Juror/Witness Payment Clerk. Make a copy of the log to document the verification.
2. In the Juror/Witness Payment Clerk's presence, match the checks listed on the log to the actual checks secured in the clerk's locked device. Determine that all checks in the locked device are listed on the log as not being re-sent or destroyed. After one year from the issue date, the checks should be shred.
3. Make a check mark next to each check listed on the log to evidence that it was accounted for during the verification.
4. Document any errors or irregularities and bring them to a supervisor's attention. Document the steps taken to resolve the problems identified; i.e., training, contacting AOC Finance for assistance, request for audit, etc.
5. Upon completion of the monthly verification, date and sign the bottom of the log.
6. Keep the verified copies of the log in a separate file for management and audit purposes.

UNDELIVERABLE JUROR/WITNESS PAYMENT LOG

DATE CHECK RETURNED	Payee's Name	Check Number	Date Check Issued	Check Amount	Date Check Re-Sent or Destroyed After 1 year	Re-sent to:	By:

Prepared by: _____ Witnessed by: _____

District Courts

2-Digit Prefix Number Entered in the GAX Number

1st District	Prefix No.
Box Elder	01
Rich	03
Cache	04

5th District	Prefix No.
Iron County	50
Washington	51
Beaver	52

2nd District	Prefix No.
Weber	20
Davis	22
Bountiful	23
Layton	24
Morgan	25

6th District	Prefix No.
Sevier	60
Garfield	62
Kane	63
Piute	64
Sanpete	65
Wayne	66

3rd District	Prefix No.
Tooele	33
West Jordan	34
Park City	36
Salt Lake	39

7th District	Prefix No.
Carbon	70
Grand	71
Emery	72
San Juan	73

4th District	Prefix No.
Utah County	40
American Fork	41
Orem	42
Salem	43
Spanish Fork	44
Juab	45
Millard	46
Wasatch	47

8th District	Prefix No.
Uintah	80
Roosevelt	82
Duchesne	83
Daggett	84

Juvenile Courts**2-Digit Prefix Number Entered in the GAX Number**

1st Juvenile	Prefix No.
Brigham	02
Logan	05

2nd Juvenile	Prefix No.
Farmington	10
Ogden	11

3rd Juvenile	Prefix No.
Salt Lake	15
West Jordan	16
Tooele	17
Summit	18

4th Juvenile	Prefix No.
Provo	94
Orem	95
Fillmore	96
Nephi	97
Heber	98

5th Juvenile	Prefix No.
Cedar	53
St. George	54
Beaver	55

6th Juvenile	Prefix No.
Richfield	61
Manti	67
Kanab	68

7th Juvenile	Prefix No.
Castle Dale	75
Monticello	76
Price	77
Moab	74

8th Juvenile	Prefix No.
Vernal	81
Duchesne	85
Roosevelt	86

Juror/Witness Payment Reconciliation Sampling Instructions

Non-Statistical Sample: Judgment Selection

Judgment sample selection is based on sound and seasoned judgment. Three basic issues determine which items are selected:

1. *Value of items.* A sufficient number of high-dollar items should be included to provide adequate coverage. Example: Include payment transactions greater than \$18.50 and \$49.50.
2. *Relative risk.* Items prone to error due to their nature should be given special attention. Examples include complex transactions such as payments including juror/witness fee for several days plus mileage.
3. *Representativeness.* Besides value and risk considerations, the sample should provide a breadth of coverage over all types of transactions in the population.

Consideration: When a voided check is included in the sample, it should be replaced with a new item. A voided check will appear on the OLAJPlus Datasheet as a credit amount. A credit amount is displayed as a negative number or a number within brackets. For example, a negative \$18.50 is displayed on the OLAJPlus Datasheet as -18.50 or (\$18.50). Negative payment amounts usually occur when individuals send the juror/witness checks back to the courts.

Checks could be returned because a juror or witness receives a duplicate payment, the law enforcement officer was on duty when serving as a witness, etc. Checks are to be sent to Lou Ann Miller, AOC Finance. She forwards these to State Finance to be voided.

Select the sample based on the total number of payments in a month by payment type (juror or witness). Select the sample of payments to reconcile based on the following table:

Line No.	Column 1	Column 2
	Total Number of Payments in Month⁴	Reconciliation Sample Size
1	1-25	100%
2	1-50	25
3	51-99	Total Number Payments x .5 = Sample Size _____
4	100-500	50
5	501-600	60
6	601-700	70
7	701-800	80
8	801-900	90
9	901-1000	100
10	1001-1100	110
11	1101-1200	120

⁴ How to find the number of payments:

- 1-The number of payment records is displayed in the bottom left-hand corner of the OLAJPlus Inquiry screen after a Query is performed.
- 2-Or, a column can be added to the left of the Excel Spreadsheet and each row (payment) can be numbered.

Juror/Witness Payment Reconciliation Sampling Instructions

EXAMPLES

Sample Selection: 1 - 50 payments in a month

The number of witness payments for 1/1/99 – 1/31/99 equals 41. Using the table above, the number of payments is found in Column 1, *Total number of Payments in Month*, Line No. 1. The reconciliation sample size is 25 witness payments.

Sample Selection: 51 - 99 payments in a month

The number of juror payments for 1/1/99 – 1/31/99 equals 63. Using the table above, the number of payments is found in Column 1, *Total number of Payments in Month*, Line No. 2. The formula to determine the sample size is $63 \times .5 = 31.5$. Round the number up and the reconciliation sample size is 32 juror payments.

Sample Selection: 100-500 payments in a month

The number of witness payments for 12/1/98 – 12/31/98 equals 241. Using the table above, the number of payments is found in Column 1, *Total number of Payments in Month*, Line No. 3. The reconciliation sample size is 50 witness payments.